

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: 3/30/2023
Classification: Staff Air Pollution Specialist	Position #: 673-920-3875-003
Division/Office: Sustainable Transportation and Communities Division	CBID: R09
Section: Climate Investments Policy Section	
Supervisor Name: Mario Cruz (iterim)	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: Mario Cruz (interim)	Date: 3/30/2023

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input checked="" type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

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Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 2-10 Air Pollution Specialists, Air Resources Engineers, Associate Governmental Program Analysts, or related classifications in multiple CARB divisions.

MISSION OF SECTION: Climate Investments Policy Section (Section) is part of the Climate Investments Branch (CIB), which works to advance policies and investments that address climate change, advance equity, and support quality of life for all people in California with a primary focus on the implementation of California Climate Investments. In carrying out this mission, CIB develops tools and resources to inform climate-related policies and investments, and collaborates broadly with a diverse set of partners.

The Section is responsible for developing guidance, reports, and other policy documents to help ensure California Climate Investments supports the State's broader goals for reducing greenhouse gas emissions, prioritizing funding for disadvantaged and low-income communities, and providing transparency on funding outcomes. The Section plays a key role in providing analysis and recommendations on proposed legislation, formulating investment plans, developing and implementing funding guidelines, and completing comprehensive annual reports on investment status and outcomes. The Section also has a lead role in responding to information requests by the California Environmental Protection Agency, the Department of Finance, the Governor's Office, and the Legislature.

CONCEPT OF POSITION: Staff Air Pollution Specialists (SAPS) are independent policy and technical specialists that are capable of managing broad program and project responsibilities with extreme sensitivity and complexity. The work assignments associated with this position will cover the full breadth of the Program, including internal and external engagement with public stakeholders and agencies at all levels of government. To ensure Board-wide coordination and communication, SAPS are expected to be familiar with the California Air Resources Board's (CARB) major programs and actively work to connect project assignments to CARB's broader objectives to reduce emissions of air toxics, criteria pollutants, and greenhouse gases.

Under the supervision of the section manager, the SAPS will work as a lead staff person to oversee the development of various projects but will be primarily focused on the development and implementation of overall program guidelines for all administering agencies, the annual expenditure plan, annual status reports, and updates to the three-year investment plan. The SAPS will also help identify approaches to incorporate new legislative requirements into various Branch work products.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
20% - E	Lead internal and external teams on topics including: development of Funding Guidelines for Agencies Administering California Climate Investments; development of triennial investment plans; and analysis and recommendations to support annual expenditure plans. Coordinate with administering agencies, Governor's Office, CalEPA, Department of Finance,

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	and others, to develop products consistent with the objectives of the program and other State goals.
20% - E	Review existing and upcoming State and federal policy and regulatory documents. Review environmental and economic literature to form recommendations on future investments, such as new technologies or economic incentives that could be used to meet State climate goals. Provide technical and policy expertise on implementing legislative or other changes to the program in a manner consistent across California Climate Investments programs. Provide recommendations on increasing transparency, incorporating equity considerations, and integrating input from the public into existing documents, policies, and processes. Evaluate the technical merits of proposed expenditures, project proposals, agency solicitation materials, and reported project data.
20% - E	Work independently and in cross-section teams to establish policies, procedures, and tools that will help ensure program information and project data are robust, accurate, easily understood, and well-documented. Work closely with the other managers and staff in cross-section teams within the Branch, Division, other CARB divisions, as well as in-house legal, budget, accounting, and information technology experts, to provide technical and policy direction on development and implementation of overall program guidance to agencies across the state. Identify data gaps or weaknesses and recommend potential solutions to ensure consistency with implementing legislation, the investment plan, and other program guidelines and guidance materials.
20% - E	Prepare and deliver correspondence, briefing papers, surveys, reports, issue papers, speeches, presentations, budget change proposals, and other documents appropriate for use by the Branch, the Division, other CARB divisions, the Executive Office, the Chair's Office, the Board, CalEPA, the Governor's Office, and the Legislature. Evaluate policy and legislative proposals, prepare and present plans and documents required for budget, personnel, and legislative purposes. Work with management to obtain decisions needed; identify challenges to success; and develop creative policy, engineering, technical, regulatory, and administrative solutions to address these challenges.
10% - E	Represent CARB at conferences and meetings with other CARB divisions, the Executive Office, Chair's Office, the Board, CalEPA, other State agencies, Legislature, stakeholders, and the public. Travel as necessary.
5% - M	Assist the section manager in planning, organizing, and implementing the Program and other special projects as assigned by the Section, Branch, or Division to support implementation of AB 32.
5% - M	Pursue career development opportunities through completion of Individual Development Plans; associated participation at conferences, webinars, and trainings; and implementation and sharing of lessons learned.

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